

VACANCY ANNOUNCEMENT # 14/04/23

ADMINISTRATIVE ASSISTANT FSN-8 (OR); FP-6 (NOR)

From:	Human Resources Office
Open to:	All interested candidates
Opening Date:	April 21, 2014
Closing Date:	May 5, 2014
Work Hours:	Full-time – 40 hours per week
Desired Start Date:	June 2, 2014
Hiring Mechanism:	PSA appointment. Not subject to EFM benefits.

ALL ORDINARILY RESIDENTS (OR) APPLICANTS (see Appendix A) MUST HAVE AND MUST SUBMIT THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy is seeking an individual for the position of Administrative Assistant in the US Citizenship and Immigration Services (USCIS).

BASIC FUNCTION OF POSITION

Incumbent develops and maintains the office budget. Prepares and maintains the office inventory and ensures that all equipment is labeled and accounted for. Serves as the principal procurement officer, working closely with the GSO to ensure timely and accurate transactions. Prepares and processes travel orders and vouchers of office employees. Develops and maintains the office filing system. Is the primary timekeeper and works with the Latin America, Canada and the Caribbean (LACC) District to properly transmit budget and timekeeping information. Requests, receives, maintains, and controls office A-files. Is the primary statistical keeper ensuring that all statistical reports are filed timely and are an accurate reflection of office productivity. Additionally, the incumbent will provide back-up support as needed to the Immigration Assistant when the Immigration Assistant is not in the office or as otherwise required.

Please note: At the end of this Vacancy announcement you will find a complete list of the major duties and responsibilities of the position as defined in the Position Description.

QUALIFICATIONS REQUIRED

ALL APPLICANTS MUST ADDRESS EACH SELECTION CRITERION DETAILED BELOW WITH SPECIFIC AND COMPREHENSIVE INFORMATION SUPPORTING EACH ITEM. IF THIS INFORMATION IS NOT PROVIDED, THE APPLICATION WILL NOT BE CONSIDERED.

1. Education and Experience: A bachelor's degree in business administration, accounting, law, education, liberal arts, math, science is required and at least four years of progressively more responsible experience in accounting, office and/or administrative work is required, including at least two years of experience successfully working with customers is required **or** four years of university studies in business administration, accounting, law, education, liberal arts, math, science is required and at least five years of progressively more responsible experience in accounting, office and/or administrative work is required, including at least two years of experience successfully working with customers is required **or** three years of university studies in business administration, accounting, law, education, liberal arts, math, science is required and at least six years of progressively more responsible experience in accounting, office and/or administrative work is required, including at least two years of experience successfully working with customers is required **or** two years of university studies in business administration, accounting, law, education, liberal arts, math, science is required and at least seven years of progressively more responsible experience in accounting, office and/or administrative work is required, including at least two years of experience successfully working with customers is required.

2. Language: Level IV (Fluent) Speaking/Reading English ability. Level IV (Fluent) Speaking/Reading Spanish ability is required. This will be tested.

3. Job Knowledge: The incumbent must have full knowledge of host country contract and other administrative laws and procedures, and must have the ability to acquire extensive knowledge of the procurement, budgeting and personnel policies and procedures of DHS and USCIS, including a thorough knowledge of the organizational structure and functions of operational and policy elements of DHS/USICS. Intermediate knowledge of Microsoft Office Program Applications is required.

4. Skills and Abilities: Must possess excellent communication skills and abilities. Must have excellent leadership skills to prioritize administrative issues. Must have the ability to review billing documents. Must be able to write reports. Must keep, maintain and develop databases and spreadsheets. Must have the ability to analyze complex and/or sensitive competing priorities and ability to take direction. Ability to serve as a back-up to the immigration assistant to assist with immigration benefits applications and petitions and to apply an expansive body of law, regulations and case law decisions to make authoritative recommendations. Ability to independently organize and execute work is required. Ability to use many different resources to research issues related to various applications and petitions; Ability to communicate effectively orally and in writing is required. Ability to courteously and professionally interact with the general public in explaining requirements and immigration law is required; must have the ability

to effectively provide leadership, guidance and mentoring to subordinates.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Hiring Office will receive qualified applications in the following order:
 - a. applicants with hiring preference (U.S. EFMs and U.S. Veterans),
 - b. internal candidates, and
 - c. external candidates
2. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Current Ordinarily Resident (OR) employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
5. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
6. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
7. U.S. Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) are required to have at least one year remaining at post in order to apply for locally recruited positions.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. [Universal Application for Employment \(UAE\)](#) as a Locally Employed Staff of Family

Member (DS-174); or

2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. LE Staff applicants from within the Mission should also fill out the [Memorandum of Application](#) and attach a current resume.
5. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application. Please refer to [Veteran's Services](#) for further guidance.
6. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

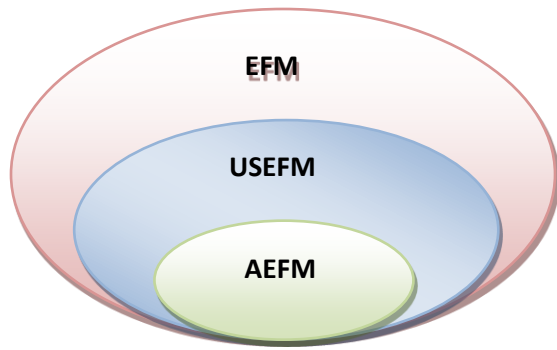
Submit applications to:

limarecruitment@state.gov

- Please be sure to send all requested information as **one document**, multiple attachments will not be accepted.
- The maximum size of the e-mail should be 5MB. If you exceed this size, the application will be automatically rejected by the system.
- Applicants will be contacted via e-mail only.
- Once you submit your application you will receive an automated response with guidance on how the recruitment process is handled.

Appendix A

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Members:** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (U.S. EFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under [3FAM 3232.2](#)

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil service annuity.

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. A MOH is:

- Not an EFM; and
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of this/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. citizen.

5. Not Ordinarily Resident (NOR): An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. Ordinarily Resident (OR): A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens are compensated in accordance with the Local Compensation Plan (LCP).

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. Failure to so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No). Please attach copy of DNI or work permit
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S Government vehicle, Driver's License Class/Type. Please attach copy of document
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

CLOSING DATE: May 5, 2014

The U.S. Mission in Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Major Duties and Responsibilities of the Position

The incumbent provides expert advice and recommendations on the proper disposition of all financial, budgetary and administrative management issues to the DHS/USCIS Field Office Director in Lima and to LACC District, and closely monitors the USCIS budget and reviews ICASS information.

In addition, the incumbent provides back-up support to the USCIS Lima Field Office's Immigration Assistant as requested by the USCIS Field Office Director and/or by the Overseas Adjudications Officer. In this capacity, the incumbent reviews and processes the full range of USCIS immigration benefits applications and petitions, and makes preliminary judgment regarding the credibility and eligibility of each applicant. He or she will provide immigration benefits-related information and case status updates as appropriate and permitted by relevant laws, rules and regulations to USCIS customers and to U.S. government officials from regional U.S. Embassies and Consulates that fall within the jurisdiction of the USCIS Lima Field Office.

1. ADMINISTRATIVE MANAGEMENT 70%

- a. Responsible for preparing the projected and actual budget for the Office. Assists USCIS budget program with established budgets for daily operations, and planning, development, and preparation for new budgets for special projects. Coordinates with the District Office, Purchaser and Accounting Clerk for expenses expended for special projects and travel. Creates and maintains spreadsheets of expenses for travel, equipment/inventory, and purchases. Tracks expenditures and budget balances. Projects and Monitors funding control for Lima USCIS Field Office.

Investigates discrepancies and keeps Budget Program abreast of discrepancies and outcomes. Analyzes the total program budget, makes cost estimates and projections for use in programming and developing procedures for improving the financial control of all operations. Provides guidance to numerous Consulate offices to enable proper accounting classification on obligations.

Maintains appropriate records for fund control and directly monitors the status of spending and balances against quarterly and annual allotments. Develops and estimates all FSN salaries, and allowances. Incumbent is responsible for petty cash to cover the necessary expenses for the office. Advises Field Office Director whether or not funds are available for commitment and/or disbursement. Identifies problem areas and recommends solutions.

Collects all office productivity statistics including new receipts, pending workloads, and completed adjudications of all office workloads. He or she is responsible for tracking the hourly productivity of the American officers and other office employees. The incumbent is responsible for preparing all office statistical reports to be sent to the LACC District and Office of Refugee, Asylum and Immigration Operations. This includes the G-23, G-22, and the Bi weekly District report.

- b. Acts as the program purchaser. Coordinates purchases based on established regulations. Prepares necessary justifications and documentation in line with agency policies and procedures. Coordinates with LACC District to ensure funds are budgeted. Conducts research, seeks bids as necessary, and processes requisitions for contract and non-contract purchases. Works with Embassy/General Services to ensure receipt and transportation of merchandise to user's office. Inspects and logs all purchases, and stores records and documentation regarding these expenditures using established record retention schedules. Tracks purchases through receipt of merchandise to payment of vendors. Makes and retains necessary documentation for accounting. Ensures proper signatures and necessary funds for purchase orders. Maintains adequate stock of general office supplies. Reviews all obligations on a monthly basis; monitors status of payments with vendors, grantees and lessors. Monitors inventory level. Establishes and maintains a harmonious liaison with Post and GSO personnel on procurement acquisitions. Advises US and FSN staff on procedures and interpretation of policies concerning obtaining services.
- c. Incumbent is responsible for requesting and maintaining A-files and other files/records. Ensures files and applications/petitions are complete, conducts checks of relevant names in the requests in the Central Index System (CIS) to locate the A-files, and sends requests through the National File Tracking System (NFTS). Establishes and maintains a filing system and record of all A-files received and returned for audit purposes (audits are performed every six months). Receives logs and notifies the requester of A-file arrivals. Prepares Form G-658 (Record Copy) to be signed by the requester after reviewing the A file. Receives and logs all incoming A-files and tracks using NFTS. Conducts periodic and annual review of all files to ensure proper archival of documents/records. Maintains personnel records: performance journals, upgrades, and merit increases. Maintains documentation to ensure prompt identification and location of archived records.
- d. Serves as inventory manager for the office. Inspects equipment upon receipt from vendors. Submits in writing to Property Custodian to ensure that all inventoried items are properly tagged for inventory purposes and audits. Maintains documentation of all incoming and outgoing transfers. Maintains records of all USCIS inventory logs including item descriptions, dates of transactions (transfers of incoming/outgoing inventory) including equipment, computer hardware/software, telephones, audio/visual, furniture, official vehicles, etc. Creates an inventory log including item, description, dates of transactions (transfers of incoming/outgoing inventory), and location of inventory, and prints updated reports of the inventory. Responsible for establishing and maintaining accounting system and internal control of all U.S. government property for the office from receipt to final disposition. Maintains and controls the inventory of equipment and vehicle and ensures efficient use of all resources. Handles excess inventories by regulated disposal means, solves shortages as required, and prepares requests and justifications for procurement actions pursuant to all relevant rules, procedures and regulations. Expert advisor on all ICASS matters to the DHS/USCIS officers. Ensures proper billing before payment approval. Ensures all services contracted are delivered.

Advises USCIS officers of any discrepancies in billing and services received. Reviews services required each fiscal year, analyzing agency needs and makes suggestions for improvements or changes for final decision of the USCIS officers.

- e. Is responsible for timely payments of rent on officers' residences and for making requests for any needed repairs, programmed maintenance or urgent requests regarding USCIS office space and officers' residences.
- f. Manages Fleet Vehicle including preventive and urgent maintenance, vehicle files, accident reports and insurance. Responsible for keeping records for the vehicle and preparing monthly report to LACC District. Works with GSO to manage USCIS vehicle maintenance contract in Lima, ensuring proper delivery of service, including proper and timely process of payment and requests for repairs and parts as needed.
- g. Serves as travel coordinator for the office. Prepares travel requests (forms including GTRs, airline travel, advance requests, vouchers, etc.) and verifies travel itineraries. Prepares vouchers (calculates costs, prepares vouchers and submits to LACC District for authorization and to Financial Management Center for Accountability. Follows up and retains copies of travel vouchers. Maintains and Prints out reports of all travel.
- h. Is responsible for the country clearance program for all DHS/USCIS arrivals and other DHS arrivals as necessary. This includes maintenance of database updates, communicating with the RSO's office, informing USCIS officers of requests and confirming that country clearances can be granted, creating schedules, planning and making appointments, hotel arrangements, transportation and any and all other issues related to visitors.

Incumbent may be required to travel to other overseas USCIS offices to assist their operations. The incumbent may also be required to work overtime when the situation requires it. The incumbent may also be required to attend training and other conferences outside his or her area of residence.

2. IMMIGRATION ASSISTANT BACK UP 20%

Serves as the backup to the Immigration Assistant when the Immigration Assistant is out or as requested by the USCIS Officers. When doing so, the incumbent will:

- a. Serve as the focal point at Field Office for complex immigration benefits issues for the general public and host country government officials, provides guidance and answers questions about immigration benefits. Provides advice and guidance on the full range of immigration issues to DOS and other agency staff.

- b. For both prospective and actual applicants and petitioners, explains U.S. Immigration laws, policies and procedures and their application to the particular situations of the customers. Provides information regarding the supporting documentation required to complete an application, with an emphasis on immediate relative petitions and waivers. Informs customers of their rights and responsibilities as they pertain to the Immigration and Nationality Act and the Code of Federal Regulations. Provide guidance on how to prepare and file the entire range of USCIS applications and petitions. This guidance and information is given via telephone, written correspondence, by email or in person.
- c. U.S. Government Officials – Incumbent provides expert guidance to government officials posted in Lima and within the USCIS Lima Office's area of regional responsibility, which includes all of South America.

3. Interpreter 5%

As of the date of this position description, USCIS does not require that USC officers speak any Spanish prior to deployment nor does USCIS currently provide any Spanish training to officers before deployment. Therefore, USCIS expects that all LES staff are fluent in both English and Spanish. The incumbent will serve as an interpreter providing assistance and in facilitating communication between DHS/USCIS officers and applicants, governmental officials and other entities as needed.

4. Translation and Formal Written Correspondence 5%

Provides English translation of host country correspondence, reports and other written materials and completes written responses to host country requests for information in English and Spanish.